Students

- Establish a daily routine to support your learning.

- Identify a comfortable, quiet space so you can work effectively and successfully.

- Check your email and Google Classroom every weekday.

- Use formal language in discussions on any chat platforms and not informal 'texting' language e.g. write 'you', instead of 'u'.

- Remember anything you write down in chat platforms is recorded.

- Complete tasks/activities on which you can receive feedback (either online or during the next class meeting, as indicated in instructions).

- Participate in online learning activities with your peers.

- Follow online classroom rules.

- Keep a record of deadlines for assignments, track them on calendar, and complete tasks in a timely manner.

- Take breaks, play, rest, be active.

- Communicate proactively with your teachers. Ask questions, but be patient when waiting for a response. If a teacher emails you, respond in a timely manner.

- Use Google Classroom, Class Dojo, Whatsapp etc. to communicate.

- Communicate with your friends, classmates and grade level regularly.

- Be mindful of your workload and wellbeing. If you have any concerns, contact your principal, teacher or counsellor.

- If you experience any technical problems, or have any questions please contact your principal.

Parents

- Communicate any concerns to your child's teacher.

- Ask questions, talk about learning, upcoming deadlines, and workload.

- Help your child develop productive daily routines to meet his/her timetable.

- Encourage your child to take study breaks and to take part in physical activities.

- Be mindful of your child's wellbeing; speak to him/her regularly about concerns or challenges.

- Choose a learning location that is suitable to be seen by peers and teachers if students are using video tools.

- Create opportunities for your child to interact with peers to maintain connections with their school community.

- Ensure your children are dressed appropriately when using video tools.

- If there are siblings simultaneously online, choose locations that do not cause noise interference when recording learning or video conferencing.

- Establish rules for when, how and where your child can use the internet to ensure that it is used safely.

- Communicate any concerns to your child's teacher or the principal depending on the nature of the concern.

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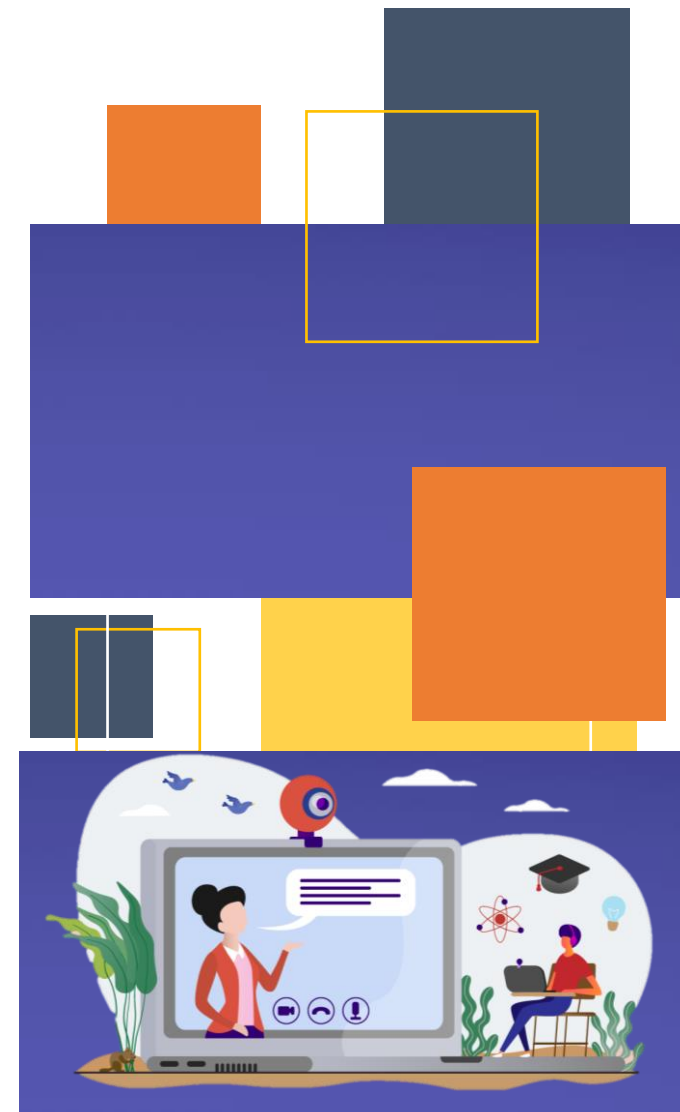
GOVERNMENT OF THE VIRGIN ISLANDS
Ministry for Education, Culture
Youth Affairs, Fisheries and Agriculture

Guidelines for Online Learning

Principals

- Check in daily at 9:00a.m with grade levels/ subject teachers.

- Review daily scheduled activities and deadlines given by teachers.
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- Communicate to the head of department and coordinators regarding any issues students may be having (i.e. technical, academic, social/emotional, etc.).

- Maintain regular communication about successes and challenges with Liaison Officers/Chief Education Officer.

- Attend all scheduled meetings for Principals.

- Ensure records are maintained and student attendance is recorded.

- Check-up on students who have not participated in online activities.

- Connect with parents regularly.

Teachers

- Take attendance daily in PowerSchool. Ensure that students who were not accounted for on a given morning or afternoon are marked absent.

- Establish online classroom rules at the outset.

- **Primary:** At the end of the day teachers will indicate which students were absent from the morning or afternoon sessions.

- **Secondary:** Teachers will account for responses from their students via Google Classroom or attendance in WebEx meetings.

- Plan for a balanced mixture of asynchronous, synchronous, collaborative and individual tasks and activities through online platforms.

- Chunk the learning in short 10 – 15 minutes segments: think in terms of small self-contained learning engagements linked to clearly identified resources. You must adopt what would have been done face to face for maximum success.

- Have a collaborative calendar with all teachers of your students.

- Post formative and summative assessments on calendar so colleagues, students and parents can all see them and plan workload accordingly.

- Identify clear learning objectives and assessment outcomes.

- Assignments and tests should be meaningful, clearly stated and relate to the content learned.

- Use as far as possible multimedia materials to present information and create interactive lessons.

- Have a central place where everything will be posted to students and parents – Class Dojo;, Google Classroom;, PowerSchool etc.

- Everyone must use this to centralise all learning activities including weekly face to face meetings.

- Post specific instructions (posted under 'daily class work' category), including, name, time topic, face to face meeting, task to work on, tasks due, etc.)

- Provide reflection and timely feedback in the process of posting student learning on Google Classroom, Class Dojo.

- Give students options on how they complete tasks - e.g. students sometimes prefer videoing themselves - use a platform that allows for a variety of uploads.

- Intersperse online learning with regular assessments using email, Google Classroom etc.

- Communicate: let students know when you are available online. Host individual and small group sessions, use telephone or Whatsapp to communicate with parents and students.

- Track students' progress through regular assessments based on the current Ministry of Education's assessment practices.

- Use the grade levels' folder for teachers on Google drive.

- Work with all the members of the teachers' subject group in which you are placed to supply all the needed information.

- Invite and be open to feedback from students and parents as to what works well and what is not working well.

- Ensure the technology being used is reliable and there is a back-up plan for when the internet or computer crashes. Notify your principal if such an event occurs.